

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

## I. GENERAL

The distance of Agricultural Experiment Station Research Centers from University central purchasing may cause communication problems and delays in making purchases. To prevent these problems the Director of Procurement and Contracting Services has:

- A. Authorized AES Research Centers to use the APO for the purchase of goods and services up to \$5,000 and the PCARD for purchases up to \$3000 (unless a higher amount, up to \$5,000, has been approved for the cardholder by the Director of Procurement and Contracting Services).
- B. Authorized quote procedures for amounts up to \$10,000 for goods and up to \$25,000 for services as outlined below.

These procedures do not apply to purchases of livestock feed and the purchase or sale of livestock, which are covered separately in Sections PU-37 and PU-38 of this manual.

## II. POLICY

For purchases of goods up to \$10,000 and services up to \$25,000, written or FAX quotations must be obtained. Typically, a minimum of three (3) is required. If fewer than three, provide a written explanation.

All purchases for goods \$10,000 and more and services \$25,000 and more must be competitively bid by the Department of Procurement and Contracting Services (PCS). Inquiries or requisitions for purchases in these dollar ranges must be referred to PCS. Contact a University Purchasing Agent for more information.

## III. PROCEDURES

- A. Transactions up to \$5,000. Transactions up to \$5,000 should be made with an APO or PCARD.
- B. Transactions for goods up to \$10,000 and services up to \$25,000. Purchases for goods under \$10,000 and services under \$25,000 can be handled by written or FAX quotations. The FAX or written quotations should be attached to the purchase requisition. Please note: An official University Purchase Order must be issued BEFORE an order is place with a vendor.

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1. Written or FAX Quotes. Written or FAX quotes should include the following information:
  - a. Name/address of firm bidding.
  - b. Name and signature of person providing the quote.
  - c. Telephone/FAX numbers.
  - d. Terms of sale (net 30, 2% 10/net 30, etc.).
  - e. FOB point (who pays the freight charges).
  - f. Complete pricing information. Include any discounts offered.
  
- C. Transactions for goods > \$10,000 and services > \$25,000. All purchases for goods greater than \$10,000 and services greater than \$25,000 must be referred to Procurement and Contracting Services for competitive bidding.